



**Tony Evers, Governor**  
**Dawn Crim, Secretary**

May 10, 2021

Kristen M. Jacobson, Clerk-Treasurer  
City of Horicon  
404 East Lake Street  
Horicon, WI 53032  
[kjacobson@cityhoriconwi.us](mailto:kjacobson@cityhoriconwi.us)

**VIA EMAIL**

Re: City of Horicon Jurisdiction Request for Uniform Dwelling Code (UDC) and Camping Units Permitting and Inspecting

Dear Kristen M. Jacobson,

The Department has reviewed your most recent ordinance and I am pleased to inform you that your municipality has met all the requirements under the provisions of Wisconsin Administrative Code §§ SPS 320.06(1) and SPS 327.06(1) to exercise jurisdiction over construction and inspection of new one- and two-family dwellings and camping units.

Pursuant to Wis. Stat. §§ 101.65(1) (a) and (2m), § 101.651(2m), and §101.63(1), the Department delegates your municipality the primary responsibility to perform permitting and inspecting for all installations under Wis. Admin. Code §§ SPS 320.08(1) and SPS 327.09(1) to be constructed within the limits of your municipality.

As a condition of the delegation, you are required to comply with the following:

- Provide the Department with a certified copy of all adopted ordinances and subsequent amendments within 30 days of adoption by the municipality, and
- Maintain an approved method of enforcement as identified in Wis. Admin. Code § 320.06(1)(b).

Please note the following items to be addressed in your ordinance:

- §15-1-2(j) specifies that permits shall expire if construction hasn't commenced within six months or completed within one year. Per [Wis. Admin. Code § SPS 320.09\(9\)\(a\)5](#), permits shall expire 24 months after issuance if the dwelling exterior has not been completed.
- §15-1-2(k) specifies requirements for revoking a permit. Note that a municipality may only revoke a permit under the provisions of [Wis. Admin. Code § SPS 320.11\(1\)\(a\)](#) or [Wis. Stat. § 101.653\(7\)\(b\)](#).
- §§15-1-3(a) and 15-1-3(c)(8) reference ILHR chapters of the Wis. Admin. Code. Note that these chapters have been replaced by "SPS" for the Department of Safety and Professional Services. Please revise these references, as appropriate.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 320.06(1)(c)3 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that Kunkel Engineering Group will be the method of enforcement and has the proper certification to do so.

Our UDC consultant for your area, Jack Wotruba, at (920) 360-0020, is available to assist in any questions or concerns your municipality may have with implementing UDC or camping unit permitting and inspecting services.

The Division of Industry Services looks forward to working with you.

Sincerely,

Michael D. McNally Jr.  
Section Chief, UDC Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
UDC Program Staff, Technical Services Bureau  
Brenda Fassett, General Engineering Company